

V. COUNTY OUTSIDE EMPLOYMENT DISCLOSURE REQUIREMENTS

A. Who Must File

1. All full-time County and municipal employees who engaged in outside employment in 2001 must file a statement regarding their

outside income. This filing is in addition to any other financial disclosure requirement.

B. What Must Be Filed

1. A Miami-Dade County "Full-Time County and Municipal Employee Outside Employment Statement". Forms are available from the Supervisor of Elections or from your department head.

C. When and Where to File

1. The statement is required to be filed no later than July 1 of each year.

a. County Employees- Supervisor of Elections

Miami-Dade County Elections Department
Stephen P. Clark Center
111 N.W. 1st Street, Suite 1910
Miami, Florida 33128-1993

b. Municipal Employees-Respective municipal clerk.

VI. MIAMI-DADE COUNTY COMMISSION ON ETHICS AND PUBLIC TRUST

This memorandum is provided in an effort to assist in informing Miami-Dade County officials and employees of their responsibilities to file financial disclosure statements under public ethics laws and ordinances. Those individuals who have questions regarding their disclosure responsibilities under the Miami-Dade County Conflict of Interest and Code of Ethics ordinance should address their inquiries to the following:

Miami-Dade County Commission on Ethics and Public Trust
Biscayne Building
19 West Flagler Street
Suite 220
Miami, Florida 33130
(305) 350-0616

cc: Gisela Salas